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BID NO.: 7611-0/19

**OPENING: 2:00 P.M.
WEDNESDAY
OCTOBER 16, 2013**

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

**SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL**

FOR INFORMATION CONTACT:

Roma Campbell, Procurement Contracting Officer, at 305-375-3233,
rcamp@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 7611-0/19

**Bid Title: SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL**

Procurement Officer: R. Campbell

Bids will be accepted until 2:00 p.m. on Wednesday, October 16, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**

SECTION 1
GENERAL TERMS AND CONDITIONS

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable general terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-7.pdf>

SECTION 2
SPECIAL CONDITIONS

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL

2.1 PURPOSE:

The purpose of this solicitation is to establish a contract for the rental of turnkey sound system and event rental services inclusive of technical support services, equipment, labor and supplies on an as needed basis in support of County operations. The contract will result in two award groups as defined below.

Group A – Sound System and Event Rental Services Pre-qualification Pool

This group will pre-qualify vendors for future bidding through the submission of documents and forms intended to verify that the vendors meets or exceeds the minimum criteria set forth in Section 2.3 of this solicitation.

Group B – Routine Sound System and Event Rental Services

This group will award a primary and secondary bidder for routine sound system and event rental services in conjunction with the County's needs.

2.2 TERM OF CONTRACT: FIVE (5) YEARS:

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the five (5) year period.

2.3 METHOD OF AWARD:

Award of this contract will be made to all responsive, responsible vendors meeting the requirements and qualifications established for Group A and to two lowest responsive responsible vendors for Group B.

Group A – Sound System and Event Rental Services Pre-qualification Pool - Vendors capable of meeting the minimum qualification requirements identified in Section 2.4.1 shall be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

Group B – Routine Sound System and Event Rental Services Award under Group B will be made to the lowest priced responsive, responsible bidder(s) who submit an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. While the method of award prescribes the method for

SECTION 2
SPECIAL CONDITIONS

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL

determining the lowest responsive, responsible bidder, the County will award this contract to the designated lowest bidder as the primary bidder and will award this contract to the designated second lowest bidder as the secondary bidder respectively.

2.3.1 Minimum Qualification Requirements:

Group A: Pre-Qualification Pool:

- i. Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted items and who are cognizant of providing services and technical support for Sound System, Technical Support Services and miscellaneous event production items. Vendors shall provide contact information to include: Name of contact, e-mail address, phone number and fax number, cell numbers if possible for Primary (required) and Secondary (optional) staff within your company who will be responsible for responding to requests.
- ii Bidder(s) must be able to demonstrate that they have experience in providing sound system and technical support services for at least three (3) years to at least two (2) client references. These references shall be used to ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in the Sound System and event production services. Vendor must provide name, address, phone numbers, and email address of persons who are providing these references.

2.3.2 Group B - Routine Sound System and Event Rental Services

- i. Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted items and who are cognizant of providing services and technical support for Sound System, Technical Support Services and miscellaneous event production items. Vendors shall provide contact information to include: Name of contact, e-mail address, phone number and fax number, cell numbers if possible for Primary (required) and Secondary (optional) staff within your company who will be responsible for responding to requests.
- ii. Bidder(s) must be able to demonstrate that they have experience in providing sound system services for at least five (5) years to at least three (3) client references. These references should entail experience in major live sound productions within the past five (5) years. Bidder(s) must provide all reference contact information including: name, company name, address, phone numbers, email address, and short description of work completed.

***Note:** If the Vendor is using a County department as a reference, the County will only accept one (1) reference from any County department. The other references must be from non-Miami-Dade County departments.*

SECTION 2
SPECIAL CONDITIONS

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL

2.4 PRICES:

Group A: The prices offered shall remain fixed and firm until the delivery or pick-up and acceptance of the order is completed and invoiced at the original price quoted to the County through the spot market quote process. The prices quoted shall be inclusive of all costs, fees, materials, labor and transportation necessary to pick-up, deliver and provide these items, services and supplies. No changes or additions shall be allowed without prior written consent from the user department.

Group B: All prices proposed by the vendor shall remain fixed and firm during the term of the contract.

2.5 CONTACT PERSON:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, please contact Roma Campbell via e-mail at rcamp@miamidade.gov with a copy to the Clerk of the Board at clerk_BCC@miamidade.gov. Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect. The County reserves the right to change the contact person throughout the term of the agreement. Any changes will be communicated in writing to Vendors as needed.

2.6 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS:

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

2.7 ACCEPTANCE OF SERVICE BY THE COUNTY:

The services to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided service is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the services will be terminated at vendor's expense. The County reserves the right to engage the services of the awarded vendor designated as secondary for these services or obtain the services of another vendor deemed qualified as may be in the best operational interest of Miami Dade County. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

2.8 CLEAN-UP:

The vendor shall remove from the premises at the end of each event all used or unused material belonging to the vendor.

SECTION 2
SPECIAL CONDITIONS

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL

2.9 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR:

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

2.10 LICENSES, PERMITS AND FEES:

The vendor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

2.11 ASSIGNMENT NOTIFICATION:

The County will give a minimum lead time of one (1) week notice to the vendor prior to the desired starting date for any specific assignment, provided however, that such notification shall be superseded by any emergency services that may be required one (1) or two (2) days prior to the event date in accordance with provisions included elsewhere in this solicitation and resultant contract. When possible, longer lead times will be given.

SECTION 3
TECHNICAL SPECIFICATIONS

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL

3.1 SCOPE OF WORK

The purpose of this solicitation is to establish a contract by Groups for the rental of turnkey sound system services, equipment, labor and supplies and to pre-qualify vendors for future Spot market quotes.

Group A is to establish a prequalified pool of vendors who will be required to participate in spot market quotes as outlined in Section 2.3.

Group B are items that will be awarded to Primary and Secondary vendors

3.2

A. Group A (Pre-Qualification Pool)

This group of qualified vendors will compete for additional items or services not specifically listed in Group B on an as needed basis. Sample of these items that may be requested is: generators, light towers, podiums, and podiums with built in sound systems lifts, TV screens, risers and stage props, DJ equipment, DJ services, video projectors, outdoor movie screens, projectors, media wall, incandescent lights and up lighting.

B. Group B – Routine Sound System Items

1. Sound Systems Small, maximum of 16 input channels, two or less monitors, must have media play back capability; power supply must be self-contained less than 300 person coverage.
2. Sound Systems Medium, 24- 32 input channels, maximum of four (4) monitors, must have media play capability; power supply must be self-contained, less than 1,000 person coverage.
3. Sound Systems Large, more than 32 input channel input, five (5) or more monitors, must have media play back capability, power supply up to 6,000 person coverage.
4. Conference System maximum 32 input channels, with gooseneck desktop microphones, Shure microflex or equivalent, 500 people coverage.
5. Stage Small, up to 16' X 16' and up to 5' stage height
6. Stage Medium, up to 24' X 30' and up to 5' stage height
7. Stage Large, up to 40' X 60' and up to 5' stage height
8. Stage Lighting Small, less than 6KW

SECTION 3
TECHNICAL SPECIFICATIONS

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL

9. Stage Lighting Medium, up to 16KW
10. Stage Lighting Large, up to 100KW
11. LED light Fixtures (stationary) controlled via DMX System a set of fixtures
 - a. Set of 4
 - b. Set of 12
 - c. Set of 24
12. SMART light Fixtures (moving lights) controlled via DMX System a set of fixtures
 - a. Set 4
 - b. Set 12
 - c. Set of 24
13. LED Screens (modular panel screens)
 - a. 9' X 6',
 - b. 12' X 8'
 - c. 16' X 9'
 - d. 24' X 16'
14. LED screens (by square footage)
 - a. 50-79 square footage
 - b. 80-119 square footage
 - c. 120-199 square footage
 - d. 200-400 square footage)
15. LED monitors (single screen, 3 diagonal size groups)
 - a. 45"
 - b. 46"-59"
 - c. 60" and above

SECTION 3
TECHNICAL SPECIFICATIONS

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL

3.3 Service Requirements:

- a. Vendors must have at least one qualified sound technician on site during an event who possess the knowledge of all sound, lighting, and electrical equipment utilized at the event.
- b. All electrical installation required during the event must be Miami-Dade code compliant;
- c. All vendors employees will wear uniforms with company logos at the events for easy identification and the vendor must ensure that all of their staff appear professional and on time at all events and crew calls.
- d. All items should include the rental price, delivery, labor (set-up/break-down) and supplies
- e. The County reserves the right to cancel any event or delivery of equipment within 24 hours' notice at no charge.

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
WEDNESDAY
OCTOBER 16, 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
 DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by:
 Roma Campbell

ISD/PM

Date Issued:

This Bid Submittal Consists of
 Pages **8** through **15**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:

Sound System And Event Rental Services Pre-Qualification Pool

A Bid Deposit in the amount of **NA** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **NA** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 985, 985-12, 840-14,880-11	
Procurement Contracting Officer: R. CAMPBELL	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

SECTION 4

BID SUBMITTAL FOR:

SOUND SYSTEM AND EVENT RENTAL SERVICES PRE-QUALIFICATION POOL

FIRM NAME: _____

4.0 Note: Contract term is 60 months

Items	Estimated Quantities	Description	Prices
1	5	Sound Systems Small, maximum of 16 input channels, two or less monitors, must have media play back capability; power supply must be self-contained less than 300 person coverage.	\$
2	15	Sound Systems Medium, 24- 32 input channels, maximum of four (4) monitors, must have media play capability; power supply must be self-contained, less than 1,000 person coverage.	\$
3	12	Sound Systems Large, more than 32 input channel input, five (5) or more monitors, must have media play back capability, power supply up to 6,000 person coverage.	\$
4	6	Conference System maximum 32 input channels, with gooseneck desktop microphones, Shure microflex or equivalent, 500 people coverage.	\$
5	5	Stage Small, up to 16' X 16' and up to 5' stage height	\$
6	5	Stage Medium, up to 24' X 30' and up to 5' stage height	\$
7	12	Stage Large, up to 40' X 60' and up to 5' stage height	\$
8	3	Stage Lighting Small, less than 6KW	\$
9	5	Stage Lighting Medium, up to 16KW	\$
10	10	Stage Lighting Large, up to 100KW	\$
11	5	LED light Fixtures (stationary) controlled via DMX System a set of a. Set of 4 b. Set of 12 c. Set of 24 fixtures	\$ _____ \$ _____ \$ _____
12	5	SMART light Fixtures (moving lights) controlled via DMX System a set of fixtures a. Set of 4 b. Set of 12 c. Set of 24	\$ _____ \$ _____ \$ _____
13	5	LED Screens (modular panel screens) a. 9' X 6' b. 12' X 8' c. 16' X 9' d. 24' X 16'	\$ _____ \$ _____ \$ _____ \$ _____

SECTION 4

BID SUBMITTAL FOR:

SOUND SYSTEM AND EVENT RENTAL SERVICES PRE-QUALIFICATION POOL

FIRM NAME: _____

14	5	LED screens (by square footage) a. 50-79 square footage b. 80-119 square footage c. 120-199 square footage d. 200-400 square footage)	\$ _____ \$ _____ \$ _____ \$ _____
15	5	LED monitors (single screen, 3 diagonal size groups) a. 45" b. 46"-59" c. 60" and above	\$ _____ \$ _____ \$ _____

SECTION 4

BID SUBMITTAL FOR:

SOUND SYSTEM AND EVENT RENTAL SERVICES PRE-QUALIFICATION POOL

FIRM NAME: _____

4.1 CHECKLIST OF REQUIREMENTS

4.2 PRE-QUALIFICATION CRITERIA TO BE PROVIDED FOR GROUP A

Bidders are required to provide all applicable documentation for pre-qualification as outlined in Section 2.3.1.

Paragraph Reference	Qualification Requirements – Group A	Initial as completed
Section 2, Paragraph 2.3.1.i	Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted items and who are cognizant of providing services and technical support for Sound System and Technical Support Services. Vendors shall provide contact information to include: Name of contact, address, e-mail address, phone number, fax number and cell numbers if possible for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County.	
	Primary Contact Information:	
	Primary Contact Name:	
	Primary Address:	
	E-Mail Address:	
	Company Main Phone Number:	
	Facsimile:	
	Primary Contact Cellular Phone Number (if applicable):	
	Secondary Contact Information (optional):	
	Secondary Contact Name:	
	Secondary Address:	
	E-Mail Address:	
	Company Main Phone Number	
	Facsimile:	
	Secondary Contact Cellular Phone Number (if applicable):	

SECTION 4

BID SUBMITTAL FOR:

SOUND SYSTEM AND EVENT RENTAL SERVICES PRE-QUALIFICATION POOL

FIRM NAME: _____

Section 2, Paragraph 2.3.1.ii	Bidder(s) must be able to demonstrate that they have experience in providing sound system and technical support services for at least three (3) years to at least two (2) client references. These references shall be used to ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in the Sound System services. Vendor must provide name, address, phone numbers, and email address of persons who are providing these references.	
Paragraph Reference	Qualification Requirements – Group B	Initial as completed
Section 2, Paragraph 2.3.2.i	Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted items and who are cognizant of providing services and technical support for Sound System and Technical Support Services. Vendors shall provide contact information to include: Name of contact, address, e-mail address, phone number, fax number and cell numbers if possible for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County.	
	Primary Contact Information:	
	Primary Contact Name:	
	Primary Address:	
	E-Mail Address:	
	Company Main Phone Number:	
	Facsimile:	
	Primary Contact Cellular Phone Number (if applicable):	
	Secondary Contact Information (optional):	
	Secondary Contact Name:	
	Secondary Address:	
	E-Mail Address:	
	Company Main Phone Number	
	Facsimile:	
	Secondary Contact Cellular Phone Number (if applicable):	

SECTION 4

BID SUBMITTAL FOR:

SOUND SYSTEM AND EVENT RENTAL SERVICES PRE-QUALIFICATION POOL

FIRM NAME: _____

Section 2, Paragraph 2.3.2.ii	Bidder(s) must be able to demonstrate that they have experience in providing sound system services for at least five (5) years to at least three (3) client references. These references should entails experience in major live sound productions within the past five (5) years. Vendor must provide name, address, phone numbers, and email address of persons who are providing these references.	
	Client Reference Letter #1	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	
	Client Reference Letter #2	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	
	Client Reference Letter #3	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	

Note: All vendors are requested to submit with their bid submission, documents as evidence of compliance with the minimum qualification requirements; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period.

**SECTION 4
BID SUBMITTAL FOR:

SOUND SYSTEM AND EVENT RENTAL SERVICES
PRE-QUALIFICATION POOL**

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION
WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____

**Bid Title:** Sound System and Event Rental Services Pre-Qualification Pool

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ **Place a check mark here only if bidder has such conviction to disclose.**

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ **Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.



☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is **voluntary**, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and **shall not be binding** on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **within** the geographical boundaries of Miami-Dade County?

Yes _____ No _____

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **outside** the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____-____/____/____/____/____

Prompt Payment Terms: ____% ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

***"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS **FORMAL BIDS**



Contract No. : _____ Federal Employer
Identification Number (FEIN): _____

Contract Title: _____

1.	Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6.	Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2.	Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7.	Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3.	Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) f the County Code	8.	Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4.	Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9.	Miami-Dade County Living Wage Section 2-8.9 of the County Code
5.	Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10.	Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm		Date
Address of Firm	State	Zip Code

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20____.

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

Signature of Notary Public

Serial Number

 Print or Stamp of Notary Public Expiration Date Notary Public Seal

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

Signature _____

Date _____

**MIAMI-DADE COUNTY
SUBCONTRACTOR/SUPPLIER LISTING**

BID NO.: 7611-0/19

(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Firm Name of Prime Contractor/Respondent _____ FEIN # _____
Project/Contract Number _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/business-development.asp>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent _____ Print Name _____ Print Title _____ Date _____